

ADVERTISED BID CITY OF ST. LOUIS

OFFICE OF THE SUPPLY COMMISSIONER
1200 MARKET ST RM 324
ST LOUIS MO 63103-2842



REQUEST FOR QUOTE

65014Q0605

PAGE

1

ADDRESS CORRESPONDENCE TO

... We agree to furnish the following articles to the City of St. Louis,
free of any extra charges, in the quantity named and at the prices respectively
stated:

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SEE BELOW FOR DELIVERY SITE

SEE TERMS AND CONDITIONS ON THE REVERSE SIDE OF THIS QUOTATION SHEET.

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
05/08/14				

REPLY DUE BY: 06/03/14 12:00 O'CLOCK NOON

NEEDED BY DATE	QUANTITY	UNIT	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
	REQ LINE NUMBER : 0001 1 EACH SLPD 650670006 POWERED MOBILE STORAGE SHELVING SYSTEM BIDDERS MUST BE ISO 9001 CERTIFIED FOR THE DESIGN, PRODUCTION, INSTALLATION, AND SERVICE OF A MOTORIZED HIGH DENSITY MOBILE STORAGE SYSTEM. *****SEE ATTACHED SPECIFICATIONS***** TO BE INSTALLED AT 1915 OLIVE STREET, ST LOUIS,MO 63103 BRAND ----- PRODUCT NO. ----- STATE BEST GUARANTEED DELIVERY: ----- A.R.O. ----- ALL ITEMS SHALL BE F.O.B. DESTINATION * VENDORS SHOULD NOTE IF THEY ARE MINORITY OR WOMEN OWNED BUSINESS (CHECK) MBE ----- WBE ----- LIST ITEMS MANUFACTURED, ASSEMBLED OR PRODUCED IN A FOREIGN COUNTRY ON THIS FORM.					
					TOTAL →	

NAME OF FIRM	STATE DELIVERY: CALENDAR DAYS	COMPTROLLER	Date
ADDRESS			
CITY	SIGNED BY:	SUPPLY COMMISSIONER	Date
PHONE			
Area Code ()			

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NEEDED BY DATE	QUANTITY	UNIT	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>IF FREIGHT OR DELIVERY CHARGE TO BE BILLED, IT MUST BE INCLUDED IN THIS QUOTE OR IT WILL NOT BE PAID. () FREIGHT IS INCLUDED IN THE QUOTED UNIT PRICE. () WE WILL CHARGE FREIGHT/DELIVERY IN THE AMOUNT OF: \$ _____</p> <p>PLEASE TYPE NAME OF CONTACT PERSON FOR THIS BID: NAME: _____ FAX: _____ E-MAIL: _____</p> <p>NOTICE RE: ORDINANCE #60643</p> <p>A CITY OF ST. LOUIS BUSINESS LICENSE IS REQUIRED IF YOU MEET ANY OF THE FOLLOWING (CHECK AS APPROPRIATE): ----- BUSINESS IS LOCATED WITHIN THE CITY LIMITS ----- DELIVERY WITHIN CITY LIMITS IS BY COMPANY TRUCK ----- SALES CALLS MADE WITHIN THE CITY LIMITS</p> <p>*****NEW BIDDING INFORMATION***** FOR ALL BIDS, THE CITY RESERVES THE RIGHT TO MAKE A SPLIT AWARD. IF A BIDDER DOES NOT WISH TO ACCEPT A SPLIT BID AWARD, HE/SHE MUST STATE "ALL OR NONE" ON BID OFFER, SEE BELOW. BIDDER MUST CHECK ONE OF FOLLOWING: ----- BIDDING "ALL OR NONE" ----- SPLIT AWARD ACCEPTABLE</p>						
						TOTAL →

NAME OF FIRM	STATE DELIVERY:	COMPTROLLER	Date
ADDRESS			
CITY	CALENDAR DAYS	SUPPLY COMMISSIONER	Date
PHONE	SIGNED BY:		
Area Code ()			

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REPLY DUE BY: 06/03/14 12:00 O'CLOCK NOON

NEEDED BY DATE	QUANTITY	UNIT	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>*** BID RESULTS MAY BE AVAILABLE 30 DAYS AFTER OPENING DATE. IF YOU DESIRE BID RESULTS, PLEASE INCLUDE A SELF ADDRESSED STAMPED ENVELOPE WITH YOUR BID. ***</p> <p>ALL BIDS MUST INCLUDE COMPLETED "BUY AMERICAN" AND "MINORITY/WOMEN UTILIZATION STATEMENT" FORMS, AND ANY SUPPLEMENTAL INFORMATION REQUIRED. ANY QUESTIONS SHOULD BE DIRECTED TO THE BUYER.</p> <p>***** WEBSITE INFORMATION *****</p> <p>* * * * *</p> <p>* TO DOWNLOAD SUPPLY BIDS GO TO: * * * *</p> <p>* HTTP://STLOUIS-MO.GOV/SUPPLY/BID-NOTICES.CFM * * * *</p> <p>* * * *</p> <p>* CLICK ON BID NOTICES * * * *</p> <p>*****</p> <p>+++++</p> <p>BIDS WILL BE AWARDED BASED ON OFFICIAL SPECIFICATIONS PROVIDED BY SUPPLY DIVISION ONLY & ANY RELATED ADDENDA. ALL INQUIRIES MUST BE IN WRITING (LETTER/E-MAIL/FAX) TO THE FOLLOWING BUYER:</p> <p>JOHN CASSIDY - CASSIDYJ@STLOUIS-MO.GOV FAX# 314-622-4141 PHONE# 314-622-4596</p> <p>+++++</p>						
TOTAL →						

NAME OF FIRM		STATE DELIVERY:	COMPTROLLER	Date
ADDRESS				CALENDAR DAYS
CITY	STATE	SIGNED BY:	SUPPLY COMMISSIONER	Date
PHONE Area Code ()				

I. GENERAL

Scope:

Furnish labor, materials, equipment, special tools, supervision and services required to furnish and install a Powered Mobile Storage Shelving System, an alternate bid of Stationary Shelving and the move of an existing Mechanical Assist Mobile Storage Shelving System specified herein and shown on the drawings.

Responsibility:

It shall be the responsibility of each bidder to become fully informed as to the nature and extent of the work required and its relation to any other work in the building.

Related Work, Not Furnished:

Finished floor covering for a new Powered Mobile Storage Shelving System and edging materials and installation on raised floors and ramps.

Power wiring to units from an adequate power supply. Final connections to units shall be provided by electrician supplied by client.

Quality Assurance:

The Powered Mobile Storage Shelving System, alternate Stationary Shelving and move of an existing Mechanical Assist Mobile Storage Shelving System shall be furnished and installed only by those firms engaging in the manufacture of this type of equipment for the last five years.

The Powered Mobile Storage Shelving System shall be furnished and installed only by those firms who are ISO 9001 certified for the design, production, installation and service of a motorized high density mobile storage system. Furnish manufacturer's certification attesting ISO 9001 quality system registration. The entire system shall be U.L. listed.

Warranty:

The Mobile Storage Shelving System and the alternate bid of Stationary Shelving shall be under a 5 year limited warranty. All equipment, other than structural frames, shall be free from defects in materials and workmanship for five years from the date of the customer's written acceptance of installation. During the five year warranty period, all parts are included at no cost with labor at no cost for the first year only.

Submittals:

Submit manufacturer's product literature and installation instructions for the type of shelving, track and installation accessory required.

Submit shop drawings providing layout and dimensions. Show locations of wiring and disconnects required for operating movable carriage units.

Selection Samples: For initial selection of colors and textures, submit manufacturer's color charts showing the full range of colors and textures available.

Performance Level:

Although the listed specifications are based upon a specific performance level, nobody is excluded from bidding this project. It is the bidder's responsibility to submit a bid that meets all mandatory specifications stated herein as close as possible.

Deviation Responsibility:

Because of the complexity and number of required specifications, the bidder must compare their product bid with the required listed minimum point by point, and identify any deviations from the specifications. Failure to properly identify deviations may render the bidder's proposal non-responsive and not capable of consideration for award.

Bidders should note that a descriptive brochure of the model bid may not be acceptable as proper identification of deviations from the written specification. Any deviation from mandatory requirements may render the bid non-responsive and incapable of award. The client reserves the right to assess each deviation in terms of its acceptability and its impact on competition.

II. MOBILE STORAGE SHELVING SYSTEM

Mobile Storage System Configuration (See Exhibit A):

- (6) Double Faced Powered Movable Carriages 180"L by 18"W
- (3) Double Faced Platforms 180"L by 18"W
- (1) Single Faced Platforms 180"L by 12"W

Rail(s):

Rail shall be 5/8" x 5/8" 1045 steel bar interlocked and welded into a powder coat finished base channel minimum 11 gauge 3 7/16" wide, 3/4" return anti-tip flanges. Rail assembly shall have welded leveling/anchor plates maximum 20" on center

with leveling screw adjustability and be permanently anchored to the floor. Overall rail assembly profile shall be 7/8" high, plus grout. All rail splice joints shall have interlocking braces and splice plates that provide permanent horizontal and vertical rail alignment. Rail guidance gaps shall be maximum 5/8". All rail assemblies shall be fully grouted with a non-shrink hydraulic cement type grout with an 8,000 p.s.i. strength after curing.

Raised Floor:

Provide 3/4" underlayment grade plywood panels (see Related Work By Others for finish materials) to raise finished floor flush to top of rail. Floor shall have integrated leveling screws maximum 16" on center and permanent floor anchors. Provide a ramp of the same material as floor at front of assembly. Ramp shall not extend past the front of the units into the main aisle.

Carriages:

Carriages shall be minimum 1,000 lb. per linear carriage foot capacity, robotic and/or fixture unit welded, uniframe assemblies constructed of 12 gauge steel with main supporting structural face sections 5-3/4" high with two reinforcing flanges running the full length of the carriage. Main supporting structural face sections shall provide a 3/4" shelf mounting recess for positive shelving alignment and attachment. Wheel support sections shall be 12 gauge steel and shall be welded between the main support face sections, one per rail assembly. A minimum of two carriage face panel supports shall be provided for each face panel to fully support its weight and provide positive alignment. Carriage face sections shall provide a smooth, clean appearance without any exposed assembly holes or protruding hardware. Carriage shall be powder coat painted from manufacturer's standard colors.

Stationary Platforms:

Stationary platforms, as shown on the drawing, shall be of the same construction and height as the moveable carriages, and shall be anchored to the rails/floor.

Guidance:

Provide dual flanged wheels on all guidance wheel channel assemblies.

Drive:

Line Shaft drive shall consist of a wheel section positioned at each rail location. Wheel section shall consist of a load wheel and a drive wheel. Each wheel shall be provided with two permanently shielded bearing assemblies. Wheels shall be ASTM A 536 specification 65/45/12 machined ductile iron. All wheels shall be 5" diameter. All wheels on one side of the carriage shall be driven by a continuous steel drive shaft 1-5/16" O.D. by 1" I.D. connected to the 1" diameter wheel drive axles with bolted clamp connections.

Control Requirements:

The entire system shall be UL Listed in the United States. There shall be one aisle control located 44" from the base of and centered on the face panel for each moveable carriage. The control head shall have two "move" (green arrow) push buttons, a red "stop/reset" push button, and a bi-color red/green LED indicator complimented by three backlit enunciators. When a "move" (green arrow) push button for any given aisle is pressed, that aisle shall open automatically, regardless of the position of the carriages. All controls and indicating lamps shall be solid state and provide visual indication of all safety and control circuit activity. Each aisle shall have an adjustable distance sensor to provide proper timing for soft start/stop operation and closed aisle spacing.

Each electric carriage shall be provided with a current limited fractional horsepower gear motor. Gear motor shall be connected to a drive wheel assembly(ies) with a roller chain. System shall include a chain sprocket drive system to ensure that carriages move uniformly along the total length of travel, even with unbalanced loads. System shall operate on 115 V.A.C. 50/60 hertz, 20 amp dedicated circuit provided by others, one per module. Overhead mount power pantograph distribution system shall conceal all interconnecting wiring.

Operation Requirements:

To open an aisle in a powered system, all face panel control LED indicators must be illuminated green, indicating that the system is ready for use. The system shall provide the capability to provide one of the following operation and reset modes:

One-Touch Operation: The "move" button is depressed until an audible signal indicates that the command has been received. The button is then released and carriage movement continues automatically until the aisle is fully open.

Touch and Hold Operation: The "move" button is depressed and held until the aisle is fully open. Releasing the button before the aisle is opened will cause carriage movement to stop.

Automatic Reset: returns the system to a green LED status (ready for use) once the aisle has been fully opened.

Manual Reset: automatically locks the selected aisle open until a user resets it. When an aisle is opened, LED indicators on both sides of the open aisle illuminate solid red. The user must press the "reset" button at the open aisle to unlock it before another aisle can be accessed.

Pressing any "stop/reset" button during carriage movement will bring all carriages to a soft stop. An LED illuminating flashing red indicates that a safety has been activated in the aisle between the red LED's. The user must walk to the activated aisle, check the aisle to ensure that a person or item is not blocking a safety, and depress the reset button on either side to clear the aisle. LEDs illuminating green indicate that the system is ready for use.

Photo Safety Sweep:

Every potential aisle shall be protected with a solid state infrared, Photo Sweep sensor system located on the carriage $\frac{3}{4}$ " above the floor scanning the entire length of the carriage. When the beam is interrupted by a person or object as the aisle is closing, the carriage shall stop.

Photo Sweep shall be operational when the carriages are not moving. Should a beam be blocked in an open aisle, the carriages will not close on that aisle. Photo Sweep shall automatically reset if blocked and then cleared when the carriages are not moving.

Power Pack Override:

Provide power override unit for use in the event of a power failure to the system. Power override unit shall be a hand held unit not to exceed 9" high, 13" long and 2" thick and weighing no more than 8 lbs. including batteries. The power pack override unit shall plug into the control head of the carriage to be moved. Slow movement of one carriage at a time is provided by pressing the direction right or left switch on the power override unit. When the power override unit is moving a carriage, a warning beep will sound to alert personnel that a carriage is being moved and a carriage interlock will prevent normal line powered operation of the system. Unit shall have rechargeable batteries and shall be supplied with a 120 volt a.c. charger.

Face Panels:

All exposed ends to have laminate panels. Panels shall be $\frac{3}{4}$ " thick and constructed of 45 lb. density particle board core and shall have decorative face on both sides. All visible exposed edges shall be finished with decorative black tube spacers or black T-mold banding. Two 3" x 5" cardholders shall be provided per aisle entry location with the centers located 60" above the finished floor.

Case Style Uprights:

Uprights shall consist of 18 gauge cold rolled steel formed into either a 2" wide "T" shape common post, or a 1" wide angle shape end post. Keyhole shaped slots are placed on 1-1/2" centers vertically on the inner face of the posts. Uprights shall have two 24 gauge closure panels between the posts and flush with the outer edges of the upright. Uprights shall be 76 $\frac{1}{4}$ ". The following number of uprights need to be provided:

(2) 12" deep angle uprights.

(18) 18" deep angle uprights.

(4) 12" deep tee uprights.

(36) 18" deep tee uprights.

Case Style Shelves:

Shelves shall be formed of 22 gauge cold rolled steel with flanges on all four sides. Front and rear flanges shall also be turned in and up. Shelves to be adjustable on 1-1/2" centers vertically. Shelves to be supported front and back by two shelf supports of 11 or 14 gauge minimum hot rolled steel. Full depth (or thru) shelves shall have mounting holes for attachment of a center stop. Slots (for file dividers) shall be placed on 2" centers across the entire shelf length (starting 2" from each end). Height of shelf (including supports) shall be 3/4". The following number of shelves shall be provided:

(40) 36" x 12" shelves of which (35) are slotted and (5) are plain.

(360) 36" x 18" shelves of which (315) are slotted and (45) are plain.

Reinforcements:

The following amount of reinforcements must be provided:

(315) 18" deep reinforcements

Back and Center Stops:

The following amount of center and back stops must be provided:

(35) 36" back stops

(315) 36" center stops

Reference Shelves:

The following amount of reference shelves must be provided:

(3) 12" deep single faced reference shelves

(22) 18" deep double faced reference shelves

File Dividers:

The following amount of file dividers must be provided:

(3,150) dividers for 9" deep shelving

(175) dividers for 12" deep shelving

Installation:

System to be installed in accordance with manufacturer's written instructions. All rails to be leveled and all gaps between rail and floor to be filled with fast setting grout to form a solid base. All rails to be anchored to sub floor.

Clean Up:

Leave installation in broom clean condition, complete and ready for use by owner.

III. ALTERNATE STATIONARY SHELVING BID (The following may be purchased in lieu of the above specified Powered Mobile Storage System)

Stationary Shelving System Configuration (See Exhibit B):

(9) Double Faced Stationary Shelving Ranges 180"L by 18"W

(1) Single Faced Platforms 180"L by 12"W

Case Style Uprights:

Uprights shall consist of 18 gauge cold rolled steel formed into either a 2" wide "T" shape common post, or a 1" wide angle shape end post. Keyhole shaped slots are placed on 1-1/2" centers vertically on the inner face of the posts. Uprights shall have two 24 gauge closure panels between the posts and flush with the outer edges of the upright. Uprights shall be 76 1/4". The following number of uprights need to be provided:

(2) 12" deep angle uprights.

(18) 18" deep angle uprights.

(4) 12" deep tee uprights.

(36) 18" deep tee uprights.

Case Style Shelves:

Shelves shall be formed of 22 gauge cold rolled steel with flanges on all four sides. Front and rear flanges shall also be turned in and up. Shelves to be adjustable on 1-1/2" centers vertically. Shelves to be supported front and back by two shelf supports of 11 or 14 gauge minimum hot rolled steel. Full depth (or thru) shelves shall have mounting holes for attachment of a center stop. Slots (for file dividers) shall be

placed on 2" centers across the entire shelf length (starting 2" from each end). Height of shelf (including supports) shall be ¾". The following number of shelves shall be provided:

(40) 36" x 12" shelves of which (35) are slotted and (5) are plain.

(360) 36" x 18" shelves of which (315) are slotted and (45) are plain.

Reinforcements:

The following amount of reinforcements must be provided:

(315) 18" deep reinforcements

Back and Center Stops:

The following amount of center and back stops must be provided:

(35) 36" back stops

(315) 36" center stops

Reference Shelves:

The following amount of reference shelves must be provided:

(3) 12" deep single faced reference shelves

(22) 18" deep double faced reference shelves

File Dividers:

The following amount of file dividers must be provided:

(3,150) dividers for 9" deep shelving

(175) dividers for 12" deep shelving

Overhead Strut Channels:

The following amount of overhead strut channels must be provided:

(126) feet of overhead strut channels to prevent tipping

IV. MOVING AN EXISTING MOBILE SHELVING SYSTEM

Mobile Storage System Configuration (See Exhibit C):

- (2) Double Faced Mechanical Assist Movable Carriages 84"L by 48"W
- (1) Double Faced Stationary Shelving Range 84"L by 36"W
- (1) Single Faced Stationary Shelving Range 84"L by 24"W
- (1) Single Faced Stationary Shelving Range 144"L by 12"W

Warranty:

The Mechanical Assist Mobile Storage Shelving System shall be under a six month warranty from the date of the customer's written acceptance of installation.

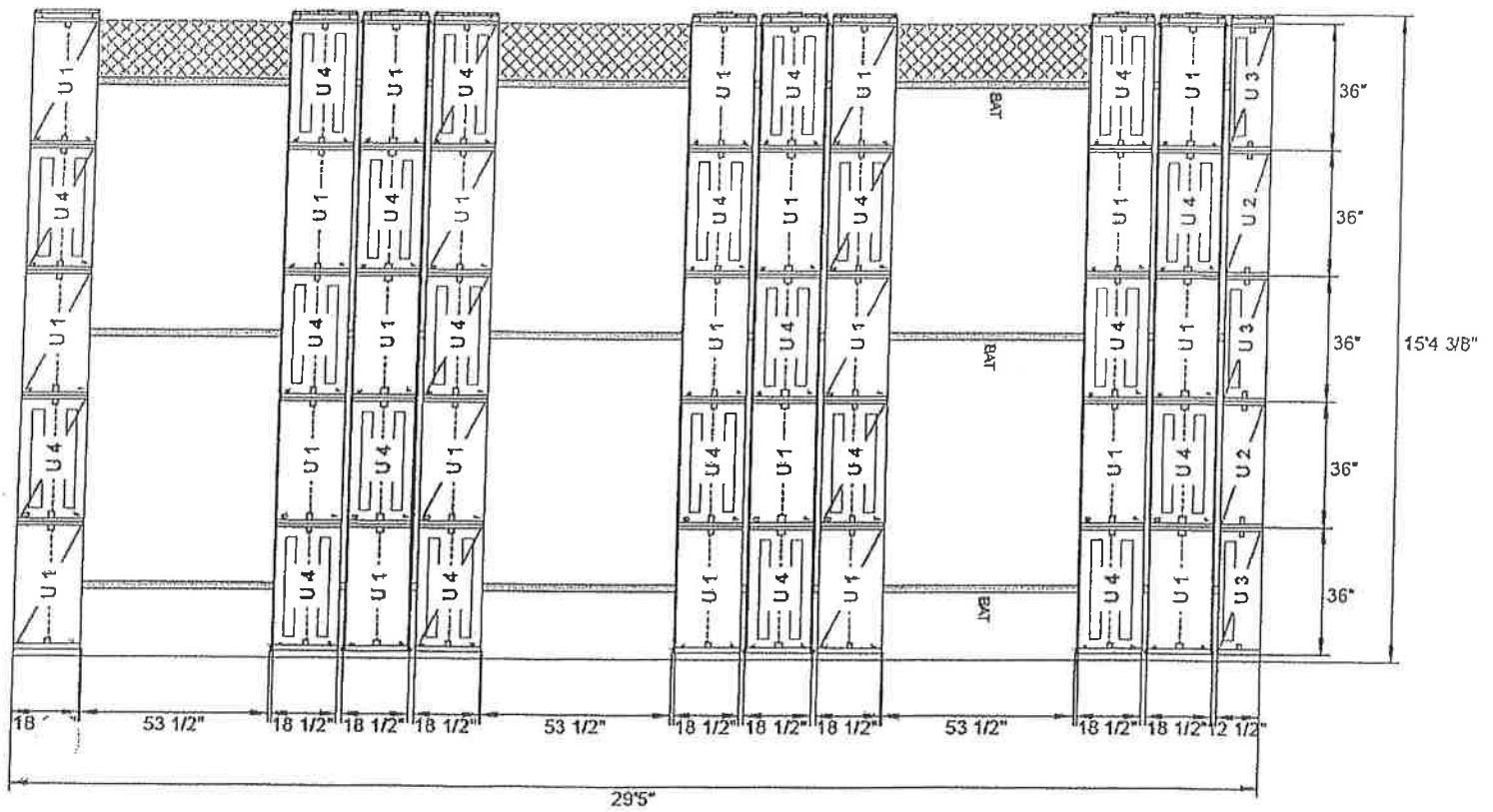
Transportation:

Disassembly, loading onto a truck and delivery at the new building is to be included in the bid response. New location is in downtown St. Louis and on an upper floor. Elevators are available at both buildings.

Installation:

System is to be installed in accordance with original manufacturer's written instructions. Any replacement components required as a result of the relocation shall be from the original manufacturer only(Spacesaver Corporation). All rails to be leveled and all gaps between rail and floor to be filled with fast setting grout to form a solid base. All rails to be anchored to sub floor. All hardware and grout shall be included.

EXHIBIT A

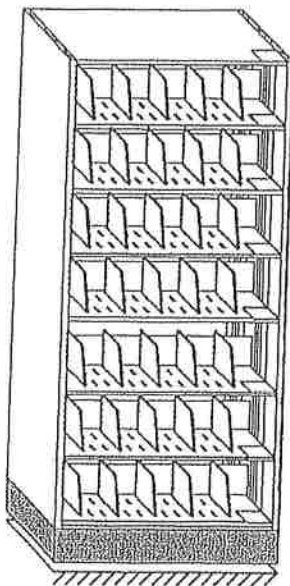


H83 1/16"
76 1/4"x36" d18"

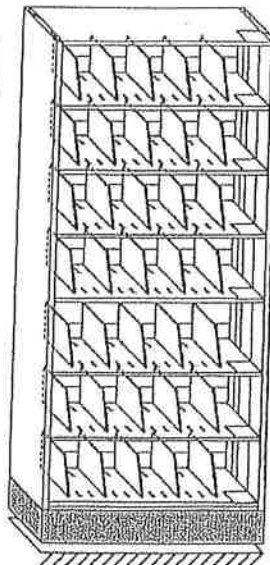
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H83 1/16"
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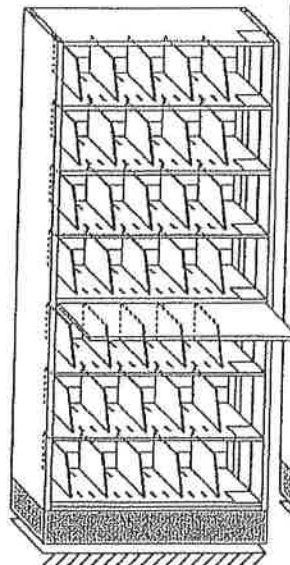
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U 1-F



U 2

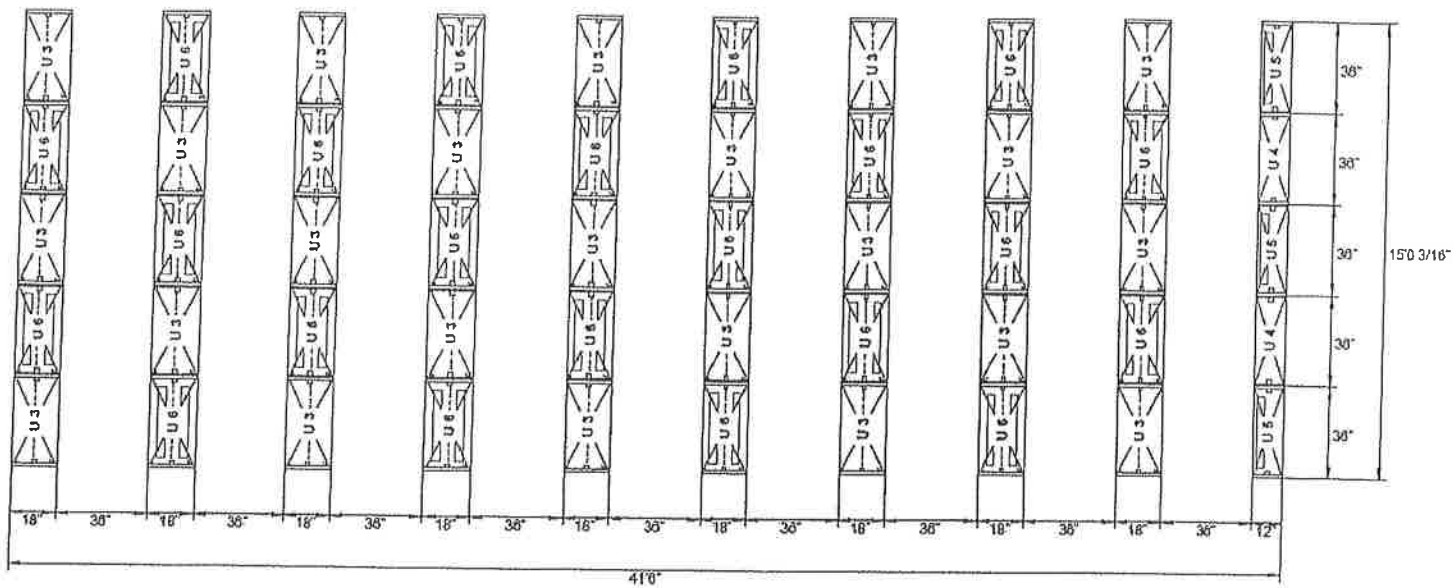


U 3



U 4-F

EXHIBIT B

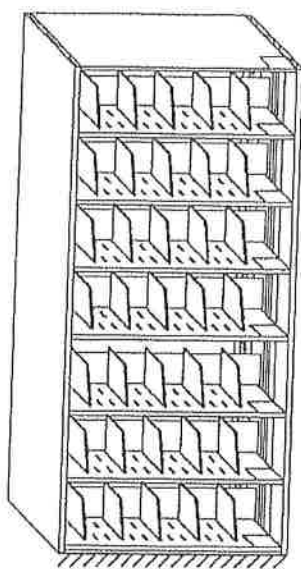


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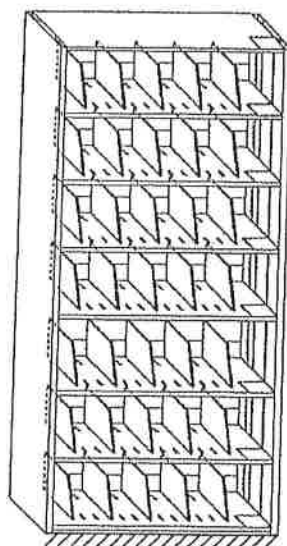
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76 1/4"x36" d12"

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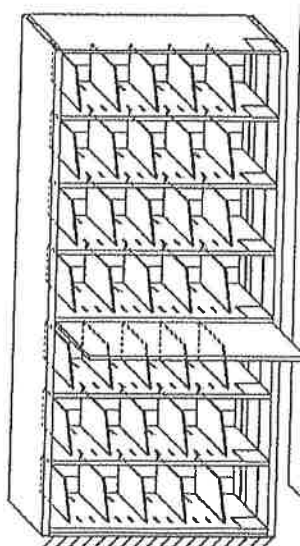
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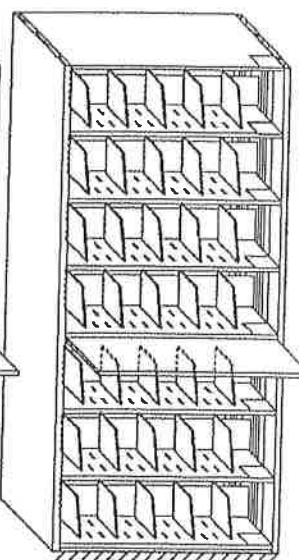
U-3-F



U 4

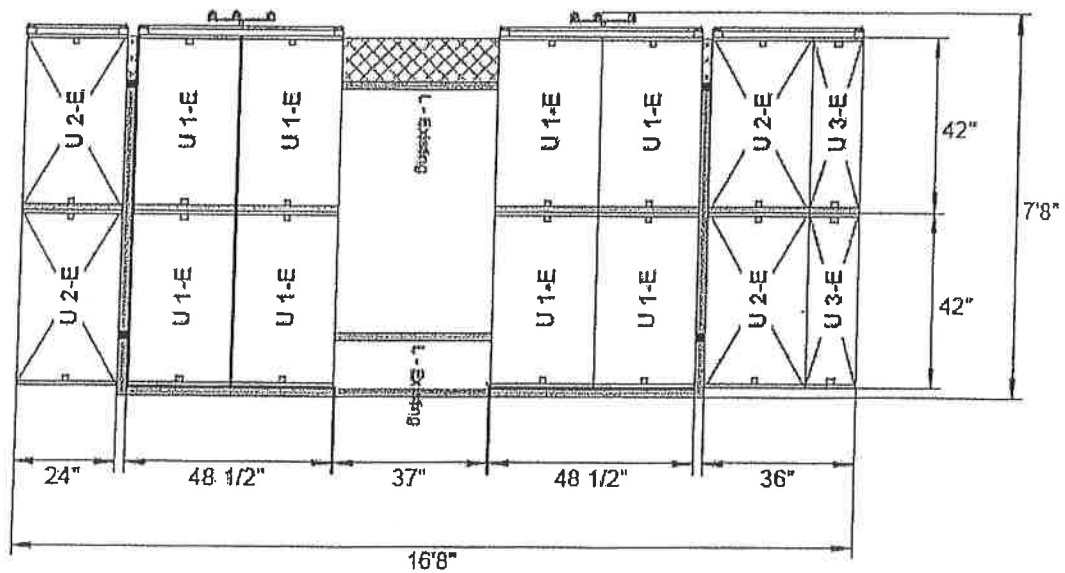
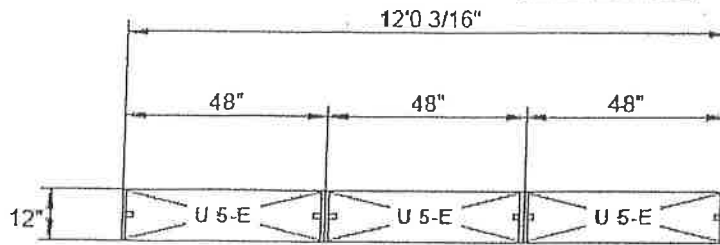


U 5



U 6-F

EXHIBIT C

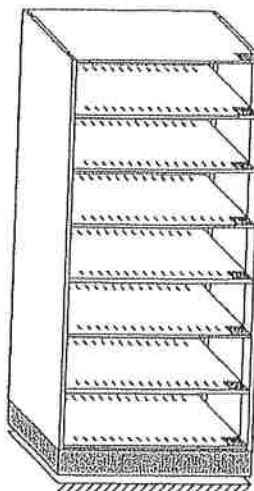


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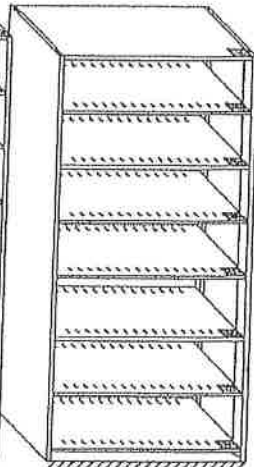
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H88 1/4"
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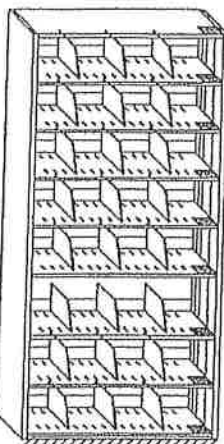
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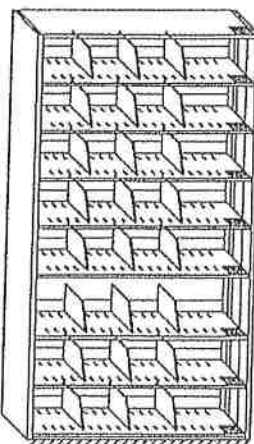
U 1



U 2



U 3



U 5



**CITY OF ST. LOUIS
DEPARTMENT OF FINANCE
OFFICE OF THE SUPPLY COMMISSIONER**

**CAROL L. SHEPARD, CPA
SUPPLY COMMISSIONER**

**FRANCIS G. SLAY
MAYOR**

**1200 MARKET ST RM 324
SAINT LOUIS MO 63103
PHONE 314-622-4580
FAX 314-622-4141**

ATTENTION BIDDERS

Please carefully review all information requested in this bid package.

Failure to submit requested samples, literature or any other requested information may result in disqualification of your bid or any portion of your bid.

Also the reasons indicated below may disqualify your bid. If you have any questions, call the buyer indicated in this bid package.

This form must be returned with your bid.

- Two or more bids submitted for one item, unless instructed to do so. (item rejected)
- Signature missing on bid or any required form.
- Buy American Form not completed or returned. (may be rejected)
- M/WBE Form not completed or returned. (may be rejected)
- Altered or erased unit prices must be initialed.
- Faxed bid, unless specifically requested (will be rejected).

- FOR CONTRACTS ONLY: Please provide your DUNS # _____
- FOR CONTRACTS ONLY: Failure to submit required Bond by the date indicated.

I certify that I have read and understand the information above.

Signature

Date

ST. LOUIS DOMESTIC PRODUCTS PROCUREMENT ACT

The City of St. Louis has enacted an ordinance relating to the purchase of domestic products by City government, with penalty provisions. The ordinance amends Section 5.58.010 Revised Code of the City of St. Louis, 1986, as amended by adding thereto new subsections dealing with the requirement that the Supply Commissioner or his designee give preference to goods or commodities manufactured in the United States of America, stating exceptions to said policy. Sections one through six are reprinted below.

Section One. Section 5.58.010 Revised Code of the City of St. Louis is hereby amended by adding the following language: Each solicitation to bid and the method of describing the items to be bid upon of any goods or commodities sought to be purchased by the Office of Supply Commissioner, and any contract entered into by and on behalf of the City of St. Louis and executed by the Mayor and/or the Comptroller of the City of St. Louis wherein the construction, alteration, repair or maintenance of any public works is the subject of the contract so executed, shall contain a provision that the goods or commodities furnished or used in the furtherance of said project by any contractor or subcontractor, manufacturer or supplier as the case may be, shall be manufactured, assembled or produced in the United States, and said requirement as defined above shall be stated in said bid.

Section Two. The provision of Section One of this Ordinance shall not apply in the following instances:

- (i) Where the item purchased as the contract entered into for repairs or renovation is less than One Thousand (\$1,000.00) Dollars.
- (ii) Where no line of a particular good or product is manufactured, assembled or produced in the United States.
- (iii) Where the acquisition of United States manufactured or produced goods would increase the cost by more than (10%) percent.

Section Three. The certificate required by this section shall specify the nature of the contract, the product being purchased or leased, the names and addresses of the United States manufacturers and producers contracted by the Commissioner or the project architect or engineer, and an indication that such manufacturers or producers could not supply sufficient quantities or that the price of the products would increase the cost of the contract by more than ten percent.

Section Four. No public agency may authorize, provide for, or make any payment to any vendor or contractor upon any contract in violation of section 2 of this act. Prior to the awarding of the bid and before any public agency authorizes, provides, or makes payment to any vendor or contractor upon any contract to which section 2 or 6 of this act applies, the vendor or contractor shall provide proof of compliance with section 2, and, if applicable, section 6 of this act. Any vendor or contractor who knowingly misrepresents any material fact to the public agency concerning the origin of any manufactured goods or commodities shall be guilty of a Class A misdemeanor.

Section Five. Sections 1 to 6 of this act shall apply only to contracts and subcontracts entered into after the effective date of this act, and shall not limit the use or supply of manufactured goods or commodities purchased or leased prior to the effective date of this act.

Section Six. Nothing in sections 1 or 6 of this act is intended to contravene any existing treaty, law, agreement, or regulation of the United States. All contracts under section 1 or 6 of this act shall be entered into in accordance with existing treaty, law, agreement, or regulation of the United States including all treaties entered into between foreign countries and the United States regarding export-import restrictions and international trade and shall not be in violation of sections 1 to 6 of this act to the extent of such accordance.

Interpretations and Guidelines

Section One: "Shall be manufactured" is interpreted to mean to make or process a raw material into a finished product or to turn-out in a mechanical manner. "Assembled" is interpreted to mean to fit or to join together the parts, gather, or to congregate in a manufacturing environment. "Produced" is interpreted to mean to create by manual or physical effort, to make or yield to customary product or products.

Section Two (i) This is interpreted to mean less than one thousand dollars in aggregate (total purchases).

(iii) When applying this subsection, multiply the cost of the foreign product by ten percent and compare the cost to the American product. If the American product cost is less than the sum of the cost of the foreign product plus ten percent, the award will be made to the vendor bidding the American product. The price paid by the City of St. Louis will be the actual price bid by the winning bidder.

Section Three: "Could not supply sufficient quantities" is interpreted to mean in order to meet the using agency's delivery schedule and in quantity specified.

Section Four: The vendor's authorized representative must complete a self-certification form, as required by the existing procedures previously indicated. These certification forms will be used to determine whether the manufacturer or producers could, or could not supply sufficient quantities, or the cost of the products would increase the contract by more than ten percent.

Prior to the City awarding the bid, the vendor shall provide certification that the product being bid is manufactured, assembled or produced in the United States or there is an existing treaty, law or regulation whereby the product bid shall be treated the same as product manufactured, assembled or produced in the United States. The procuring agency shall accept the self certification in order to apply the percentage differential that is applicable under this law. Failure to provide certification shall cause the city to presume that such product is not American made and preference shall not be considered for that product.

CERTIFICATION FORM

ST. LOUIS DOMESTIC PRODUCTS PROCUREMENT ACT

(BUY AMERICAN)

Bidders are advised of legislation enacted by the City of St. Louis which requires all manufactured goods or commodities used or supplied in the performance of this contract or any subcontract to be manufactured, assembled or produced in the United States, unless obtaining American made products would increase the cost of this contract by more than ten percent.

Section Four requires the vendor or contractor to certify his compliance with this legislation and if applicable, Section Six, if preference is claimed.

This legislation does not apply if the total bid is less than one thousand dollars (\$1,000.00).

Bids received will be evaluated on the basis of this legislation. Certificates of compliance must be completed and returned to be considered for preference. Failure to provide certification shall cause the City to presume that such product is not American made.

☐

CERTIFICATION

If **all** the specified goods or products are manufactured, assembled or produced in the United States, check box at left and complete certification at the bottom of this form.

☐

SECTION SIX CERTIFICATION

If any or all of the specified goods or products are manufactured, assembled or produced in a country other than the "United States", and exemption is requested because such product is Fair Trade Product: (a) list the country, other than the United States, where each good or product you propose to furnish is manufactured, assembled or produced; (b) check box at left of this paragraph and list corresponding commodities and (c) complete Section Six Documentation portion below.

Item Number(s)

Location Where Item Manufactured, Assembled or Produced

☐

SECTION SIX DOCUMENTATION

The specified goods or products are treated as manufactured, assembled or produced in the United States under an existing treaty, law, agreement or regulation of the United States regarding export-import restrictions and international trade. List item Number(s) and Treaties covering item below.

DEFINITIONS

MANUFACTURED - to make or process a raw material into a finished product; create, or to produce or to turn-out in a mechanical manner.

ASSEMBLED - to fit or join together the parts in a manufacturing environment.

PRODUCED - create by manual or physical effort, to make or yield the customary product or products.

MUST BE COMPLETED AND SIGNED

I hereby certify that the above information is true and correct and further certify that this statement complies with all provisions of Section 5.58.010 Revised Code of the City of St. Louis, 1985, as amended.

FIRM NAME: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

BY: _____

(SIGNATURE and TITLE)

**CITY OF ST. LOUIS/SUPPLY DIVISION
MINORITY/WOMEN BUSINESS ENTERPRISES FORM
(M/WBE FORM)**

A. Mayor's Executive Order #28, Section Six - Supply Contracts

1. The goal of the City of St. Louis is that 25% of the value of all contracts let and purchases made by the Supply Commissioner shall be let or made with Minority Business Enterprises (MBEs) and that 5% of the value of all contracts let and purchases made by the Supply Commissioner shall be let or made with Women's Business Enterprises (WBEs).
2. All contracts let by the Supply Division for the purchase or lease of materials, equipment, supplies, commodities or services, the estimated cost of which exceeds \$500, shall be subject to this goal.
3. The methods by which the Supply Commissioner shall pursue this goal shall include but not be limited to the following:
 - a. The Supply Commissioner shall solicit bids from minority business enterprises and women's business enterprises certified to supply the required materials, equipment, supplies or services;
 - b. St. Louis Airport Authority (SLAA) shall provide the Supply Commissioner with a list of minority business enterprises and women's business enterprises qualified to provide each of those commodities that the Supply Commissioner indicates are required by the City;
 - c. The Supply Commissioner shall notify SLAA prior to solicitation of bids whenever no such qualified businesses are available;
 - d. SLAA shall attempt to identify such qualified businesses, and if successful, shall notify the Supply Commissioner of their availability; and
 - e. The Supply Commissioner shall provide such minority business enterprises and women's business enterprises every practical opportunity to submit bids.
4. Joint ventures or mentor-protégé relationships between prime contractors and subcontractors with local MBE and WBE firms are encouraged.
5. Participation of MBE and WBE firms located outside the St. Louis Metropolitan Statistical Area (SMSA) shall not count toward the goals established in this order.

B. SUPPLY DIVISION POLICY

It is the policy of the Supply Division that all bids/contracts awarded adhere to the Mayor's Executive Order #28. All vendors are encouraged to comply with this policy and all other provisions of Executive Order #28. A copy of Executive Order #28 is available upon request. Each Vendor/Contractor (bidder) must complete, sign and return this M/WBE Form. Failure to complete, sign and return the M/WBE Form will result in the bid being declared non responsive and your bid may be eliminated.

C. OBLIGATION

The bidder agrees to make a good faith effort to ensure that M/WBE businesses have an opportunity to participate in the performance of contracts or subcontracts financed in whole or in part with City funds. The bidder will take all necessary and reasonable steps to ensure that said businesses have an opportunity to compete for and perform under this bid/contract. The bidder shall not discriminate on the basis of race, color, national origin or sex in the award and performance of bids/contracts. The Directory of Disadvantaged, Minority and Women Owned Business Enterprises certified by the City of St. Louis, can be viewed at www.mwdbe.org.

**CITY OF ST. LOUIS/SUPPLY DIVISION
MINORITY/WOMEN BUSINESS ENTERPRISES FORM
(M/WBE FORM)**

D. BID/CONTRACT IDENTIFICATION

Bid #: _____ or Contract Name: _____

Opening Date: _____ Your Bid Total: \$ _____

If your bid is \$500 or higher, please complete Section 'E'. We are NOT requesting information on how your company currently supports M/WBE suppliers. We want to know if there are opportunities you might consider to work with M/WBE suppliers for THIS SPECIFIC bid/contract.

E. ASSURANCE MBE/WBE Goal: 25% MBE and 5% WBE (Minimum Participation)

I, acting in my capacity as an officer of the undersigned bidder(s) if a joint venture, hereby assure the City of St. Louis that on this bid/contract my company will: (CHECK ONLY ONE)

☐ Meet or exceed the M/WBE goal with: _____% MBE and _____% WBE Participation

Proposed MBE Vendor Name: _____ Amount \$ _____

Item or materials to be supplied by MBE Vendor: _____

Proposed WBE Vendor Name: _____ Amount\$ _____

Item or materials to be supplied by WBE Vendor: _____

☐ Fail to meet the M/WBE goal, but made a good faith effort to meet the goals as follows:

_____ %MBE and _____ % WBE Participation (Enter Proposed Vendor information above.)

☐ Not meet the M/WBE goal for the following reasons(s):(Check All That Apply)

<input type="checkbox"/>	Our Company is an MBE certified by the State of: _____
<input type="checkbox"/>	Our Company is a WBE certified by the State of: _____
<input type="checkbox"/>	We have contacted suppliers listed in the SLAA Directory but have received no reply
<input type="checkbox"/>	There are no subcontracting opportunities for this bid/contract
<input type="checkbox"/>	We are a Dealer and the order will be drop-shipped from the manufacturer to the user
<input type="checkbox"/>	We are the manufacturer and the order will be drop-shipped from the factory to the user
<input type="checkbox"/>	A letter of explanation is attached
<input type="checkbox"/>	Other reason: _____ _____

FIRM NAME: _____ FEDERAL ID NUMBER: _____

SIGNATURE: _____ FAX NUMBER: _____

PRINTED NAME: _____ DATE: _____

TITLE: _____ E-MAIL: _____

ORDINANCE #69431
Board Bill No. 295
Committee Substitute
As Amended

An Ordinance repealing Section One, part 86.040 of Ordinance 56716, pertaining to the opening of bids, codified as Section 5.58.040 of the Revised Code of the City of St. Louis, and enacting a new provision on the same subject matter which allows a local bidder to match the lowest bid when the lowest bid is from a non-local bidder; enacting a new provision on the same subject matter; containing severability clause.

WHEREAS, local businesses which seek to enter into contracts with the City of St. Louis are at a competitive disadvantage with businesses from other areas because of the higher administrative costs of doing business in the City;

WHEREAS, the City of St. Louis desires to encourage businesses to remain in the City and to relocate to the City;

WHEREAS, by enacting a local preference law that allows a local firm to match the lowest bid when its bid is within 2% percent of the lowest bid, the City hopes to encourage and stimulate local business.

BE IT ORDAINED BY THE CITY OF ST. LOUIS AS FOLLOWS:

SECTION ONE. Section One, part 86.040, Ordinance 56716 is hereby repealed.

SECTION TWO. Enacted in lieu thereof is the following new section.

5.58.040 - Opening of bids.

A. Proposals shall be opened at the time and place fixed by the advertisement, in the presence of such bidders as desire to be present, and shall be open to the inspection of bidders.

B. The bids shall not be materially modified or amended as to price, specification or otherwise, nor substitutions placed thereon, after opening except when the lowest bid is from a non-local bidder. When the lowest bid is from a non-local bidder, any local bidder within two percent of the lowest bid may match the lowest bid. If a local bidder matches the lowest bid, then the Supply Commissioner may select the bid from the local bidder. If more than one local bidder is within two percent of the lowest bid, then only the lowest local bidder may match the bid. In all other circumstances, modification, supplementation or amendment shall cause rejection of the bid. For purposes of this chapter, local bidder means a bidder whose principal place of business is within the City of St. Louis, has had a valid business license for at least one year, and is current in payment of local taxes. Principal place of business shall be defined as the business's physical office, plant, or site where a majority (51%) of the full-time employees, chief officer, and managers of the business regularly work and conduct business, or where the plant or office and equipment required for the furnishing of the goods or performance of the services provided to the City, as required by the contract, are physically located in the City of St. Louis for at least one taxable year immediately prior to the date of the bid.

C. Bids may be for one or more or all the articles advertised for, but there shall be a specific bid on each article. The award may be made to the lowest bidder for any article, or to the lowest bidder for the entire requisition or any part thereof, but the Board of Standardization may reject any or all bids or any part of any bid.

SECTION THREE. Severability.

The provisions of this section are severable. If any provision of this ordinance is declared invalid, that invalidity shall not affect other provisions of the ordinance which can be given effect without the invalid provision.

Approved: April 29, 2013

CITY OF ST LOUIS, MISSOURI
INSTRUCTION TO BIDDERS (for request for quotations - RFQs)

VENDORS SHOULD CAREFULLY READ THE FOLLOWING INSTRUCTIONS AND TERMS AND CONDITIONS, BEFORE SUBMITTING QUOTATION. **CAUTION: THIS IS NOT AN ORDER**

- Quotations will only be accepted on this form which must be returned in a **sealed envelope**. *The upper left corner of the envelope must include the following information: Vendor Name, Quotation Number and the Due By Date.* This information is also required on any mail delivered next day or overnight.
- Quotations should be typewritten or in ink. Altered or erased unit price(s) must be initialed. One copy of Quotation Sheet must be submitted, please retain a copy for your files.
- The Supply Commissioner reserves the right to reject any or all bids.
- The Supply Commissioner reserves the right to make awards on an item basis or on a total basis.
- Bidders must quote Unit Price(s) and Extension on each item. When an error appears on an extension, the Unit Price(s) will govern.
- When Quotation Sheet requests item(s) by brand name and your quote is for an alternate brand – show brand name(s) with model number(s) and attach full specifications.
- When Quotation Sheet has only a general description(s) of item(s) required – show brand name with model number(s) and attach full specifications.
- Suppliers shall not offer more than one bid on each item. Two or more quotations on the same item may cause a rejection of the bid. Suppliers must determine which one of their many styles or types fully meet the specification.
- Freight or delivery charges must be included in quote, or shown separately on quote, so bid can be evaluated.
- **Bids must arrive no later than NOON** on the date stated or will be rejected. Faxed or E-mailed bids are not accepted unless specifically requested.
- Bids will be publicly opened on the date specified beginning at NOON.
- Prices quoted will be considered firm.
- Bids having an acceptance limit of less than 30 days after opening date may be rejected.
- Time of proposed delivery must be stated in definite terms.
- Failure of Bidder to understand the item(s) requested or any part of the specifications will not be a valid reason for bidding on the wrong item(s). Any questions regarding description of item(s) requested should be cleared with the Buyer listed in the bid document.
- **Samples** when requested must be delivered before actual time of bid opening with each sample plainly tagged showing the name of Bidder, Quotation Number, Brand Name and lot number or quality. Submission of samples does not relieve bidder from meeting the specifications as outlined in the Bid Documents unless the bidder specifically states they are bidding on an alternate.
- All samples are to be submitted to the address listed below unless otherwise stated in Bid Documents.
- Deliveries must be accompanied by a packing slip or invoice, listing the Department, Quotation Number, and the exact quantities of each item included in the shipment.
- ONLY U.S.P., N.F., OR N.N.D. DRUGS ARE ACCEPTABLE. ALL DRUGS MUST COME IN MANUFACTURER'S ORIGINAL PACKAGES, PROPERLY SEALED.
- In the event the successful bidder fails to make delivery of any item or items that meet the conditions and requirements as outlined in this proposal within 7 days of time stated by bidder on face of this quotation sheet, the City reserves the right to purchase said item or items on the "OPEN MARKET" and charge any costs above the BID PRICE to the bidder.
- The laws of the State of Missouri provide that the City of St. Louis pay no State Sales or Use Tax or Federal Excise Taxes and these taxes should be excluded from your bid price. Federal Excise Tax Exemption Certificates will be furnished to successful bidder.
- Suppliers shall save harmless the City of St. Louis from the payment of any and all claims or demands arising out of any infringement, alleged infringement, or use of any patent or patented device, article, system, arrangement, material or process used by him in the execution of this contract.
- Supply Division hours are Monday through Friday – 8:00 A.M. to 5:00 P.M. Main Number: 314-622-4580.

All bids must be submitted in a SEALED ENVELOPE and mailed to:

SUPPLY COMMISSIONER
1200 MARKET ST RM 324
ST LOUIS MO 63103-2842